

ALL THINGS CBD



Tips & Resources to Navigate All the CB Danforth Tools & Systems



COLDWELL BANKER
DANFORTH



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In the Community 

PROPERTY MANAGEMENT
COMMERCIAL | RESIDENTIAL



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All Things CBDanforth

Tips on How to Navigate Various CBD Systems and Tools

1. [Advertising Guidelines - DOL](#)
2. [Brokers Banter](#) (Archive)
[Current Monthly Newsletters](#)
3. [Business Card Options](#)
A list of companies that have our approved logos and standards
4. Business Planning - ["The Business Why Plan"](#)
5. [CBx + Moxi Present \(CB CMA\)](#)
Comprehensive listing/marketing CMA tool
6. Clock Hour Discounts - [The CE Shop](#)
[CB Continuing Education Shop](#)
7. [Correspondence Archival](#)
Instructions on saving Texts and Emails to PDF
8. [Desk](#)
Your new place to find everything related to the CB brand!
 - a. [Introduction - Getting Started](#)
 - b. [Training Deck](#)
 - c. [FAQs](#)
9. Flyer Template
 - a. [PowerPoint](#)
 - b. [Publisher](#)
 - c. [Word](#)
10. [HUD Broker Information](#)
11. Legal Clauses and Notices
 - a. [Examples of Non-Refundable Deposit](#)
 - b. [Buyer Notice Regarding Removing Contingencies](#)
 - c. Flyer Disclaimer: "The information on this flyer is to the best of the seller's knowledge only. Its accuracy is not guaranteed. **IF IT IS IMPORTANT, CHECK IT!"**
12. [Legal Insights \(Laws and Forms\)](#)
13. [Listing Concierge](#)
A comprehensive listing marketing program.

14. [Logos](#) available for download

15. Multiple Offers Insight

- a. [Excerpt from Broker's Banter](#)
- b. [Multi-Offer Seller Spreadsheet](#)

16. [NWMLS Computation of Time](#)

17. [Neighborhood Video's \(Full Playlist\)](#)

[Auburn](#)

[Ballard](#)

[Bellevue East](#)

[Bellevue South](#)

[Bellevue West](#)

[Bothell](#)

[Burien](#)

[Capitol Hill](#)

[Edmonds](#)

[Federal Way](#)

[Fremont](#)

[Green Lake](#)

[Issaquah](#)

[Kirkland](#)

[Magnolia](#)

[Maple Valley](#)

[Mercer Island](#)

[Puyallup](#)

[Queen Anne](#)

[Redmond](#)

[Renton](#)

[Sammamish](#)

[Seattle Downtown](#)

[Shoreline](#)

[Tacoma Downtown](#)

[West Seattle](#)

18. Office Functions

- a. [Door Code and Alarm Processes](#)
- b. [Copy and Fax Machine Instructions](#)

19. Online Presence

Social Media

- i. [Coldwell Banker Social Media Policy](#)
- ii. [The New Age of Real Estate Communication](#)http://www.cbdanforth.com/docs/New_Age_of_Real_Estate_Communication.pdf
- iii. [Becoming Social White Paper](#)
- iv. [Why You Should Care About Pinterest](#)
- v. [Fascinating Pinterest Tools Worth Checking Out](#)
- vi. [Facebook 101](#)
- vii. [Twitter 101](#)

20. Photographer Release

- a. [Photographers with signed Release Forms](#)
- b. Visit NWMLS to get blank release Form 13A or 13B

21. Policy and Procedure Manuals

- a. [Residential](#)
- b. [Commercial](#)
- c. [Property Management](#)

22. [Prospect Square](#)

Automated Email Marketing for your Sphere

23. RealVitalize

CB program assisting sellers with costs of improving their home before listing

- a. [READ THIS FIRST](#)

- b. [Pre-Application Form](#) – Submit to Dave
 - c. [Program Overview](#) & [Training Video](#) – March 2021
 - d. [Quick Start Guide](#) & [FAQ](#)
 - e. [Participation Agreement](#) – or email CBFront@CBDanforth.com for a copy
 - f. [Marketing Catalog](#)
24. [Refer CB Danforth a Broker](#)
Resources to share with outside brokers who might be interested in making the switch to CB Danforth and recruiter contact information.
25. [Relocation](#)
Information on our Relocation program through the Realogy Advantage Network.
26. [Signpost and Sign Companies](#) with our approved logos and standards
27. [“TLC” Transaction Light Coordinator Flyer](#)
 - a. [TLC Listing Form](#)
 - b. [TLC Sale Form](#)
 - c. [TLC Client Contact Services Form](#)
28. [Webinars and Virtual Events](#)
29. [Wheel of Resources](#) (Links to all Real Estate Websites)
Save this as a favorite or as your homepage on your PC or tablet
30. [Who to Contact if you have Questions](#)
 - a. [Weekend Manager](#)
 - b. [How to Email Managing Broker Questions](#)
 - c. Coldwell Banker Email: call 877-263-6589
 - d. CB Exchange Help Desk: call 877-426-5393 (For questions on listings on CB.com)
 - e. [Commercial Real Estate](#)
 - f. [Property Management](#)